

FINANCE AND PERSONNEL COMMITTEE

January 3, 2017

The Finance and Personnel Committee met on Tuesday, January 3, 2017, at 9:00 a.m., in the County Board Room, located on the Third Floor of the Courthouse, 181 West Seminary Street, Richland Center, Wisconsin.

Committee members present included: Jeanetta Kirkpatrick, Fred Clary, Bob Bellman, Linda Gentes, Buford Marshall, Larry Sebranek and Don Seep.

Others present included: Victor Vlasak, County Clerk; and county elected officials, department heads and employees.

Committee Chairman Kirkpatrick called the meeting to order.

The Clerk verified that the meeting had been properly noticed. Copies of the agenda were sent by email to all Committee members, WRCO and County department heads, a copy was posted on the Courthouse Bulletin Board and a copy was faxed to The Richland Observer.

Motion by Gentes, second by Marshall to approve the agenda, as amended. Motion carried.

Motion by Gentes, second by Sebranek that the minutes for the December 6th meeting be approved. Motion carried.

Chairman Kirkpatrick announced that the Tax Deed sale would now be held.

The first parcel for sale is located in the Town of Henrietta. The tax parcel number is 014-3440-1430. The appraised value is \$1,000.00. No written or oral bids were received. Motion by Sebranek, second by Bellman to refer the parcel back to the Property, Building and Grounds Committee for reappraisal. Motion carried.

The second parcel for sale is located in the Village of Lone Rock. The tax parcel number is 146-0020-0500. The appraised value is \$2,000.00. An escrow in the amount of \$2,000 is required of the purchaser to assure the removal of the building and its contents, proper disposal of the building and its contents and that the site is cleaned up to the County's satisfaction. A bid of \$2,000 was received from the Village of Lone Rock. No other oral or written bids were received. Motion by Sebranek, second by Bellman to accept the bid in the amount of \$2,000 from the Village of Lone Rock. Motion carried. A check for the purchase, plus a check for the escrow requirement, will be delivered to the County Treasurer.

The third parcel for sale is located in the City of Richland Center. The tax parcel number is 276-2100-1781. The appraised value is \$1,000.00. An escrow in the amount of \$4,000 is required of the purchaser to assure the removal of the building, proper disposal of the building and its contents and that the site is cleaned up to the County's satisfaction. No written or oral bids were received. Motion by Clary, second by Bellman to refer the parcel back to the Property,

Building and Grounds Committee with a recommendation that the Committee request bids for the demolition of the house and the disposal of the building and its contents and then after the demolition of the building and the disposal of the building and contents, that the parcel be reappraised. Motion carried.

Bill Thompson, Property Tax Lister, addressed the Committee requesting approval to purchase a license for PaperVision for \$1,262.00, plus \$250 for software assurance. The software upgrade enables Thompson to view deeds and legal descriptions. The County Treasurer's and the Register of Deeds' offices currently use the PaperVision for their records. Motion by Bellman, second by Sebranek to approve the purchase of the software update and the software assurance. Motion carried.

The Committee discussed the recommendations received from Carlson Dettmann Consulting, LLC resulting from the classification and compensation study report for Pine Valley. Motion by Sebranek, second by Clary to approve the weekend differential pay recommendations and the option to bring staff up to the market rate. Implementation of the differential pay recommendation would be the first pay period in February. Implementation of the market rate option would be the first pay period in June. Motion carried. It was noted that employees currently being paid above the market rate will not receive a rate increase.

The Committee discussed Corporation Counsel Southwick's comments after his review of the Professional Service Agreement between Richland County and Carlson Dettmann Consulting, LLC. Motion by Clary, second by Sebranek to delegate to Committee Chairman Kirkpatrick negotiation of Corporation Counsel Southwick's recommendations with Carlson Dettman and that the contract then be signed. Motion carried.

Barb Scott, MIS Director, addressed the Committee requesting approval for purchases regarding the battery backups for the main switches and servers. Approval is requested to replace on battery at a cost of \$359.00 and one entire backup unit at a cost of \$1,550.00. Motion by Gentes, second by Bellman to approve the request. Motion carried. Funding for the purchase will come from the Management Information Systems budget.

The Committee discussed the renewal of the Delta Dental contract on March 1st and continuation of the split of the premium cost between the County and the employees. Currently the County pays half of the premium for the dental insurance plan for part-time (35 hours per pay period and above) and full-time employees.

The Committee discussed signing the Agreement between Richland County and the Richland County Deputy Sheriff's Association for the years 2017-2018. Past practice was for the Committee to verbally compare the printed copy of old agreement with the printed copy of the new agreement. Motion by Bellman, second by Marshall to waive the reading and comparison of the agreements and sign the 2017-2018 agreement. Motion carried.

Committee members were given copies of an email from Brian Zobel, Regional Director of Facilities Planning and Management for the Southwest Region, UW Colleges, to the Collegiums of the campus detailing the status of roof conditions at Melvill Hall.

A lengthy discussion took place regarding strategies to take to address the shrinking General Fund balance. The reductions in the General Fund balance in the 2015 County audit resulted in the downgrading by Moody's Investors Service of the County's bond rating.

Suggestions included:

At the County Board level

- Require all departments to under spend 2017 budget by 15%
- Delay hiring when there is a vacancy (anticipating 20 retirements)
- Postpone capital projects
- Reinstigate furlough days
- Reduce hours
- Eliminate positions
- Dental insurance 100% paid by employee
- Four day work week
- Consider sale of County properties
- Consider hiring a County Administrator
- Eliminate County Board member compensation

At the Committee Level

- No new programs
- Equipment purchases need to be justified (more than "it is in the budget")
- Require department heads to track monthly cost reductions
- Start drafting 2018 budget for departments with plan for 20% reduction

Other suggestions included:

- Institution of a Wheel Tax
- Central purchasing
- Review of all non-essential services (recommendations to come from Supervising Committee Chairman)
- Centralizing administrative functions (County Administrator)
- Sale of Ash Creek Community Forest
- Sale of Rifle Range
- Referendum to increase tax levy

Motion by Seep, second by Gentes to present a resolution to require that Committee Chairs of supervising committees conduct a review of non-essential services in their departments that could be eliminated for 2017 and 2018 and bring back a report on what action can be taken. Motion carried.

The dental benefit was discussed. Bryan Myers, County Board Supervisor, noted that any increase in the employee's share of the premium is essentially a pay cut. Motion by Clary, second by Seep to continue with the Delta Dental provider and cap the County's cost of the premium at the present level. Roll call vote: Ayes: Marshall, Clary, Bellman, Seep. NOES: Sebranek, Kirkpatrick, Gentes. Ayes 4. Noes 3. Total 7. Motion carried. The current County's monthly premium contribution for the family dental is \$52.38 and for the single plan the contribution is \$18.31.

Avery Manning, Courthouse Maintenance Supervisor, addressed the Committee requesting guidance on how to address his compensatory time that is accumulated when snow removal is required. Manning has been keeping track of his extra hours since 2012. Because he is listed as a department head in the Handbook of Personnel Policies, he is unable to receive pay for the comp time hours he has accumulated. Motion by Marshall, second by Bellman that the issue be taken back to the Property, Building and Grounds Committee and that the Committee bring back the costs for the comp time hours. Motion carried.

The Committee reviewed the Cash Balance History Report provided by the County Treasurer. The Committee also reviewed the Investments Report and the Cash Trial Balance report provided by the County Clerk's office.

Committee members signed the 2017-2018 Agreement Between Richland County, Wisconsin and Richland County Deputy Sheriff's Association, Wisconsin Professional Police Association, Leer Division.

Motion by Sebranek, second by Clary to adjourn to Tuesday, February 7th at 9:00 a.m. Motion carried.

Victor V. Vlasak
Richland County Clerk